



KENTUCKY EMERGENCY MANAGEMENT

Matthew G. Bevin
Governor

100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601-6168

Michael E. Dossett
Director

L-550 Continuity of Operations (COOP) Planning August 21-23, 2018 CFSB Bank 221 West 5th Street Benton, KY 42025

Offered in Partnership with

Kentucky Division of Emergency Management (KYEM) & Federal Emergency Management Agency (FEMA)

Course Description

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans. Class will be begin at 8:00 a.m. CST and conclude at 5:00 p.m. CST each day. Please park across the street where the ATM is located.

Course Objectives

Upon Completion of the course, the student will be able to correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development. Develop a strategy to create a continuity plan using available requirements, guidance, and tools. Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan. Explain the four phases on continuity and relate their application to the continuity planning process in your organization. Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements and guidance.

Target Audience

This course is recommended for all Federal, state, territorial, local, and tribal government employees responsible for managing a COOP Program. **Prerequisites include IS 0547.a Introduction to Continuity of Operations; or E0548, Continuity of Operations Planning Program Manager Train-the-Trainer course and a completed FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Copies of these must be provided before the class. You may email them to the POC listed below.**

Special Notes

A minimum of 20 advance student registrations is required and must be received by **July 23, 2018**. You are considered accepted as a student in this class upon receipt of you application by this office so you will not receive a letter acknowledging that acceptance. Meals, lodging, and travel expenses are the responsibility of the student and will NOT be reimbursed by KYEM.

Registration

Registration application for the course can be completed using the following link: www.kyem.ky.gov/training and click on register. When registering, please use proper name as you would like it to appear on the certificate. Students will be notified if the course is cancelled. For this reason, it is imperative that you provide accurate contact information.



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For more information, contact

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